

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
LAS VEGAS, NEVADA
January 12, 2006
(approved February 9, 2006)

ITEM III.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, January 12, 2006.

Present: Board: E. Sanchez L. Overstreet
V. Davis-Hoggard L. Harala
A. Arthurholtz A. Aguirre
T. Wong K. Benavidez
K. Carter

Counsel: G. Welt

Absent: F. Sponer

Staff: Daniel L. Walters, Executive Director
Numerous Staff

Guests: Dr. Marlene Adrian

E. Sanchez, Chair, called the meeting to order at 6:00 p.m.

Roll Call All members listed above represent a quorum.

Agenda Chair Sanchez moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Retreat Session, November 17, 2005. Trustee Sanchez moved to approve the Minutes of the Board of Trustees Meeting held November 17, 2006. There was no opposition and the motion carried.

Chair's Report (Item IV.) Dr. Marlene Adrian, representing Women of Diversity, presented the LVCCLD with 11 copies each of two videos entitled *Seven Most Powerful Women of Las Vegas* and *Women and Their School Namesakes* along with 14 copies of a book entitled *Playing from the Rough: Women of the LPGA Hall of Fame*.

Executive Director's Report (Item V.A.) Executive Director Walters commented on how busy the staff has been since October and especially in the last six weeks due to the impending cutover on February 20 to the new automated library system.

Deputy Director Robb Morss introduced those staff members in attendance who have been going above and beyond the call of duty to assure a seamless cutover to the new system: Public Services Director Marie Cuglietta, Support Services Director Chris Britsch, Regional Branch Services Director Jim Hayes and Information

Minutes - Board of Trustees' Meeting

January 12, 2006

Page 2

Technology, C.I.O. Al Prendergast.

Executive Director Walters mentioned that he and several staff working with the adult literacy and homework help projects, including Marie Cuglietta, Jan Passo and Connie Barker who met at KLVX with Clark County School District (CCSD) and KLVX personnel. The meeting involved a literacy project which is underway through the Library Leadership grant that was received from the Institute of Museum and Library Services (IMLS.) As an outgrowth of that meeting, the Executive Director will give a presentation to all of the CCSD area superintendents and some principals on January 31 regarding the homework help initiative.

Trustee Aguirre asked for additional information regarding the Boulder City library district boundaries. Executive Director Walters stated that the proposal would be brought before the Board at the next meeting on February 9. This is an outgrowth of the same type of agreement that was worked out with the Henderson District Public Libraries (HDPL.)

Trustee Davis-Hoggard moved to accept Reports V.A. 1-7. There was no opposition and the reports were accepted.

Public Services and Security Report (Item V.A.1.)

Accepted.

Business Office Report (Item V.A.2.)

Accepted.

Human Resources Report (Item V.A.3.)

Accepted.

Technology Report (Item V.A.4.)

Accepted.

General Services Report (Item V.A.5.)

Accepted.

Marketing Report (Item V.A.6.)

Accepted.

Development Report (Item V.A.7.)

Accepted.

Unfinished Business (Item VI.)

None

Discussion and possible Board action adopting Resolution 2006-01 augmenting the District's budget for FY 2005-06. (Item VII.A.)

Deputy Director, C.F.O. Fred James presented this item.

During the fiscal year 2003-04, staff proposed a multi-year strategy to establish reserves to fund a comprehensive program for a variety of purposes. This funding strategy was developed in light of the fact that the 2003 bond issue was not approved by the voters and a funding plan was necessary for major projects.

The Board approved the first incremental transfer of undesignated beginning fund balance reserves at its April 8, 2004 meeting, augmenting the District's General Fund by \$4.0 million. The Board approved a second transfer of \$2 million to the newly established Capital Reserves Program in the Capital Projects Fund when it adopted its FY 2004-05 Budget. The third incremental transfer was approved at its January 13, 2005 meeting, transferring \$4 million to the Capital Projects Fund.

The proposed resolution 2006-01 will be the fourth transfer of undesignated reserves. To accomplish this transfer, it is necessary to augment the Board's adopted FY 2005-06 budget by increasing the General Fund budget from \$52,004,757 to \$57,504,757 in order to transfer an additional \$5.5 million to the Capital Projects Fund. This brings the adjusted total transfer for the FY 2005-06 budget to \$10.5 million.

The District's actual ending fund balance for FY 04-05 is \$7,614,311, which is \$3,983,395 above the budgeted ending fund balance of \$3,630,916. The increase in fund balance is attributed primarily to a combination of expenditure controls during the fiscal year and revenues exceeding budget estimates. As a result of the proposed transfer, the revised 2006 projected ending fund balance for the General Fund will be \$1.64 million, or 3.5% percent of appropriations.

Mr. James stated that he believes that given projected revenue and expenditure estimates, an ending fund balance at this level will be sufficient to provide for adequate cash flow and emergencies.

Trustee Benavidez moved to adopt Resolution 2006-01 augmenting the District's fiscal 2006 General Fund Budget from \$52,004,757 (including operating transfers of \$5 million) to \$57,504,757 (including an operating transfer of \$10.5 million) for the purpose of transferring an additional \$5.5 million to the Capital Reserve Programs in the Capital Projects Fund. There was no opposition and the motion carried.

Discussion and possible Board action to approve contract terms with WebFeat, Inc. to provide the District with licensing and

Deputy Director Rob Morss presented this item. He explained that one of the objectives for the new ILS implementation is to incorporate a separate "federated search engine" for increased access to the District's licensed databases for patrons and staff. A federated search engine is similar to "Google," as it enables users to simultaneously search the District's catalog and designated databases from a single intuitive interface and a single search.

Minutes - Board of Trustees' Meeting

January 12, 2006

Page 4

software support for federated search engine technology. (Item VII.B.)

The proposed contract price for services is estimated at \$28,000 for the first four years and \$18,000 for the fifth and final year of the contract which represents a 20% savings to the District if the District continues with the company five years. The price may fluctuate year to year as final annual pricing is dependent upon the number of licensed databases the company is required to configure for federated searching. The District also reserves the right to cancel the contract during each of the renewal years should the product not meet the requirements or satisfaction of the District as outlined in the agreement.

Trustee Wong asked how many databases are currently being used by LVCCLD. Morss answered that there are now 196 and each has to be searched individually. With WebFeat, the search will be all inclusive.

Trustee Benavidez moved to authorize the Executive Director to execute an annual contract with four annual renewals with WebFeat, Inc. for federated search engine technology and software maintenance services estimated at \$28,000 for years one through four and \$18,000 for year five, subject to review by Counsel. There was no opposition and the motion was approved.

Discussion and possible Board action to approve contract terms for Library Automation Services provided to the Boulder City Public Library. (Item VII.C.)

Deputy Director Morss presented this item.

With the migration to Innovative Interfaces, Inc., the Boulder City Public Library (BCPL) desires to continue to contract for full participation in the District's automation system. BCPL's items are included in the District's catalog and its patrons have access to all catalog functions. Proposed fees are based upon circulation, number of licenses, locations, courier services and cataloging support.

Because of licensing requirements, Innovative Interfaces, Inc. does not allow for similar limited access to libraries who do not fully participate in the licensed library's consortium. The Directors of HDPL and North Las Vegas Library District have both been informed that their Districts will no longer be listed as pick up points in the catalog after the migration is complete.

Representatives will meet in the next few weeks to determine how to pick up their items that patrons have returned to the other library systems.

Chair Sanchez moved to authorize the Chair to execute new contracts for library automation services with the Boulder City Public Library subject to review by Counsel. There was no opposition and the motion was approved.

Discussion and possible Board action to increase the mileage rate

Human Resources Director Bud Pierce presented this item.

The Collective Bargaining Agreement stipulates that the District is to maintain the mileage reimbursement rate for covered employees that

Minutes - Board of Trustees' Meeting
January 12, 2006
Page 5

from \$0.405 cents per mile to \$0.445 for employee reimbursed mileage. (Item VII.D.)

has been set by the Internal Revenue Service.

The IRS mileage reimbursement rate implemented by the Board in January of 2005 was \$0.405 cents per mile. However, effective January 1, 2006, the IRS rate increased to \$0.445 cents per mile. As a result, it is necessary to increase the corresponding amount reimbursed by the District to this new level.

Trustee Davis-Hoggard moved to increase the District mileage rate to \$0.445 cents per mile in accordance with the IRS published mileage reimbursement rates.

Announcements (Item VIII.)

The Executive Committee will meet immediately before the next Board Meeting which will be held Thursday, February 9, 2006 in the Las Vegas Library at 6:00 p.m.

Public Comment (Item IX.)

None

Adjournment (Item X.)

Chair Sanchez adjourned the meeting at 6:20 p.m. There was no opposition and the motion carried.

Respectfully submitted,

Kelly Benavidez, Secretary